



**Beyond the Page Ltd.**

“Women’s Voices Together,  
Building Strong Communities”

11.10.24

### Job Description

#### Non-Executive Director: Treasurer

Job Title	<b>Non-executive director: Treasurer</b>
Location	Meetings may be online via Teams or based at Beyond the Page’s office in Broadstairs.
Responsible to	Chair of Trustees
Responsible for	Financial oversight

Contract type	Volunteer. Our standard term being 3 years, plus a further optional 2 years.
Hours	Approximately 6-8 hours per quarter (to attend Board meetings, attend a pre-Board call with Co-CEO and preparation/reading time)
Salary range	N/A Volunteer role
Annual leave	N/A
Pension	N/A
Special requirements	<ul style="list-style-type: none"> <li>• This role will include bank signatory status.</li> <li>• This role will be subject to a Disclosure and Barring Services check, 3 months probationary period and satisfactory references.</li> </ul>

#### ABOUT BEYOND THE PAGE LTD

Beyond The Page (BTP) is an innovative teaching organisation located in Thanet, east Kent. Our vision is to build strong, flourishing communities in which women of all backgrounds can fully participate. Our work focusses on building speaking confidence and inter-cultural friendships, combining teaching English as an additional language with a holistic and creative approach. Our core programme, “United Mothers”, provides free weekly women-only spaces for safe and friendly English language learning for all ages and abilities. We work closely with service providers to develop their potential to work confidently in a multi-ethnic community.

The United Mothers programme is a long-term commitment by BTP; it is offered free and without registration criteria of any sort to all Thanet women, although our work focusses on language learning for minority ethnic women with English as an additional language. Our intention is to remove as many barriers as possible to their engagement and ability to participate. Groups are based in local community centres. Our unique approach combines ESOL teaching with a strong ethos of equality and community-building.

**NB: We are entering an exciting period in Beyond the Page’s history as we seek to register as a Charity over the next 12 months. The Treasurer will be instrumental in providing support towards this, initially as a Non-Executive Director and then as a Trustee.**



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**JOB DESCRIPTION: Treasurer**

<b>Main Purpose of the Role</b>	To maintain effective governance of the organisation’s affairs, ensuring its financial viability and ensuring that proper processes and procedures exist for ensuring all financial records, decisions and delegations are maintained. To work with the Co-CEO for Operations, Finance & Governance to oversee the organisation’s finances, identify areas of improvement and opportunities to drive the organisation forward. To be part of identifying the strategic development for the organisation.
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**Main Duties**

<b>Strategic</b>	To assist and advise in the formation of the organisation’s strategy with particular regard to ensuring that the organisation has the resources to deliver the strategy.
<b>Financial</b>	<p>To ensure that the Board receives appropriate budgetary and financial information on the activities of the organisation including an annual budget, quarterly financial reports and Annual Accounts;</p> <p>Explain technicalities of accounts in plain language which is fully understood by the non-executives;</p> <p>Help to develop reserves policy and safeguard the organisation’s finances;</p> <p>To work in close partnership with the Co-CEO For Operations, Finance, Governance in executing their responsibilities and achieving their goals, and ensure that operational administration staff are provided with robust processes and procedures for financial record keeping and controls.</p>
<b>Governance</b>	<p>To work with provider to ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies;</p> <p>To recommend to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation;</p> <p>To ensure that the Board’s scheme of delegation is reviewed on a regular basis;</p> <p>Work closely with the Chair and the Board to make strategic financial decisions in the best interest of the organisation.</p>
<b>General</b>	<p>Contribute actively to the Boards' role in giving strategic direction to the organisation, setting overall strategy and policy, setting targets, and evaluating performance against agreed targets.</p> <p>Ensure the financial stability of the organisation and the proper investment of the organisation’s funds.</p> <p>Ensure the organisation applies its resources exclusively in pursuing its objectives.</p> <p>Ensure the effective and efficient administration of the organisation.</p>



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	<p>Declare any conflict of interest while carrying out the duties of a non-executive director.</p> <p>Be collectively responsible for the actions of the organisation alongside the other non-executive directors.</p> <p>Participate in other tasks which may arise from time to time, such as interviewing relevant new staff, helping with fundraising.</p> <p>Attend meetings and subcommittee meetings as appropriate and read papers in preparation for the meeting.</p> <p>Keep informed about the activities of the organisation and wider issues which affect its work.</p>
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#### PERSON SPECIFICATION

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Accountancy qualification	x		certificate
DBS check (to be carried out by BtP)	x		certificate (before starting in position)
<b>Experience and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Minimum of 3 years working in accountancy and or/business sector.	x		Application Form
Charity reporting, including SORP.	x		Application form / interview
Ability to communicate and explain financial information to members of the board and other stakeholders.	x		Application form/ interview
Analytical and evaluation skills, demonstrating good judgement.	x		Application form/ interview
Understanding and acceptance of legal duties, responsibilities and liabilities of directorship and trusteeship and the Treasurer role in particular.	x		Interview
Demonstrated knowledge and experience of charity fundraising and finance practices		x	Application form/interview
<b>Qualities</b>			
Friendly, patient, resourceful	x		Interview
Empathetic to the aims and objectives of Beyond the Page.	x		Application form / interview
Good communication and leadership skills	x		Interview
A team-oriented approach to problem solving and to management		x	Interview



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